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STAFFORD OLIVIA PALMIERI
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

January 4, 2016

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2016-35

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: W-2 On-line Self View and Print Availability Notice

2015 W-2s are now available in Louisiana Employees On-line Services (LEO) for all employees who elected to self view and print their W-2 by the December 31, 2015 deadline.

Attached is the sample "W-2 Availability Notice" letter that must be sent to each employee within your agency. Agencies should modify the letter to include the agency's official letterhead, agency contact information and any other agency specific information. Agencies may use the delivery method most suitable to their operation. **All letters must be released by Friday, January 8, 2016.**

An additional notification will be added to the LEO Welcome page.

Agencies can verify an employee's W-2 election by viewing IT 3228. The W-2 election can also be verified by running ZP135 or ZP65.

Refer to OSUP Memo [#2016-22](#) for additional information. All questions should be directed to a member of the OSUP Wage and Tax Administration Unit at _DOA-OSUP-WTA@la.gov or (225):

Wendy Eggert 342-0714
Tiko Ary 342-1651
Gary Bennett 342-1652

Cindy McClure 342-5346
Michelle Richmond 342-2053
Tracy Smith 219-0191

APH:WRE/mfr

[Attachment](#)